

JOB VACANCY

Public Performance Malaysia (PPM) Berhad is a Collective Management Organisation ("CMO") declared by the Intellectual Property Corporation of Malaysia (MyIPO) pursuant to the Copyright (Licensing Body) Regulations 2012. PPM represents all eligible Malaysian and locally- incorporated recording companies and/or international recording companies.

On behalf of its members, PPM, as a CMO, is responsible for issuing licences and collecting royalties from commercial users of sounds, music videos and/or karaoke recordings.

We are looking for highly-motivated and energetic candidates to fill the following position at our Kuala Lumpur head office, which is located at Solaris Mont' Kiara.

ASSISTANT MANAGER, DISTRIBUTION

Job Description:

- Assisting the department Manager & Senior Manager, facilitating planning, coordination & implementing strategies
- Oversee and ensure the efficiency of day-to-day operations of the Distribution Department
- Supervising, managing and motivating team members to achieve KPI targets, with a high standard of performance, good teamwork, effective communication, consistent positive result, and continuous improvement
- Delegating tasks and setting deadlines.
- Extensive administrative duties for Distribution Department such as preparing reports, correspondences & maintaining confidential records and files
- Ensuring company and department guidelines & policies are followed
- Providing training & coaching to team members
- Setting up objectives to boost department productivity
- Ensuring that goals and objectives are met
- Managing members' complaints and resolving their issues
- Attend to department matters and enquiries
- Perform any other job/functions as needed

Job Requirement:

- Bachelor's Degree in any related or similar field
- Excellent leadership & interpersonal skills, able to deal with all levels of people
- Minimum 3 years of proven work experience as a team leader, assistant manager, supervisor or similar role
- Strong verbal & written communication skills
- Ability to plan and organize
- Strong problem-solving skills
- Excellent multi-tasking skills
- Experience in evaluating staff
- Good time-management skill
- Ability to work well under pressure & constant deadlines
- Able to communicate in English and Bahasa Malaysia. The ability to communicate in Mandarin is an added advantage
- Computer literate with good computer skills and proficient in Microsoft Office

Interested candidates are invited to e-mail a full detailed resume, a copy of NRIC & recent passport-sized photograph to hr@ppm.my

Website: www.ppm.my

Please note only short-listed candidates will be notified.



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